

YUTING WENG

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation, May 2016

Major: International Business

GPA:3.3

Selected Course:

Financial Management

Financial Accounting

Introduce To Marketing

International Trade

Microeconomy

Human Resource Management

Legal studies

ACTIVITIES&AWARDS:

Member, Temple University OwlFund, Spring 2014- present

EXPERIENCE: CETAPHIL, ShangHai, China March 2012 - May 2012

Marketing Assistant

- Provided technical support for marketing, project and administrative information for the Marketing Department's essential functions and company online store.
- Collected and analyzed data on customer demographics, preferences, needs, and buying behavior to identify potential markets and factors affecting product demand.
- Prepared the report of marketing and sales trends forecast by data information by creating Excel sheets.

JINMAO LAW OFFICE, ShangHai, China June 2011 – August 2011

Paralegal

- Worked as assistant lawyer to help lawyers prepare for hearings, trials, and corporate meetings.
- Investigated the facts of a case, in order to Organize and present the information
- Drafted correspondence and other documents, such as contracts and mortgages by using software, such as Excel, Word.

Skill&Languages

- Chinese- Native language
- English-Advanced
- Be versed in Microsoft Excel,Word